STATE OF GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE 1

GEORG I	ALCORDS DISTOSTITUR STARDARD	RECORDS MANAGEMENT DIVISION			
1 . Application Date 2 . Agency Application No. 73-13	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	MAY 1/ 1973 73-330	No, Date Completed		
Georgia Department of Public Safety Garage 959 E. Confederate Ave. Atlanta, Georgia 30301		George Earnhar			
7.ACTION REQUESTED ESTABLISH DI	SPOSITION STANDARD; DISP	OSE OF PRESENT ACCURTHER ACCUMULATIO	UMULATION;		
8.Earliest & Latest Dates of Series	9.Exact Series Title Sold Cars File	,			
The Personnel Section personnel and the properties of and main Department's mission	on of the office in which this record son shall be responsible for the recruit reparation and maintenance of personne sponsible for departmental accounting its. The Logistics Section shall procuntenance to supplies and equipment necknown. The Management Services Section shapprocedures writing, forms design and cases.	tment and the disengag 1 records. The Fiscal and the preparation of re supplies and superv essary for the success all provide planning a	Services budgets rise the of the and analytical		
and file arrangement File relates to eval File consists of Ins Gas	luation of vehicles and sales of surpl spection Reports (Form 22 and 31 combi- soline and oil usage reports (DPS-18 D hicle Disposition Report (DPS-128-1 Ve	us property. neå) aily Report of Motors)			

ATTACH SAMPLES OF THE FILE

12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Pt. of Records		No. of Dravers	Cu. Ft. of Record
	Letter-size File Drawers	4	6.	ARMUAL RATE OF ACCUMULATION	4	
	Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s
					Year's Year's	Preceding All Pri- Year's Years
		,¥		AVERAGE DAILY REFERENCES	4 or 5 times seldon	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	V FC	NO
	YES	NO
13. Is this the Record Copy of the series?	[x]	
14. Is there a duplication of this series in another office or agency? Treasury Office	[x]	[]
15. Is the information contained in this series ever summarized or published?	[x]	[]
Attach copy of summary or publication. State Audit and EDP Printout 16. Does the series contain classified information requiring security handling?	[]	[_x]
17. Does the series initiate, amend or terminate agency policies and procedures?		[x]
18. Could the function be performed if the files were lost or destroyed?	[x]	[]
Copy in Treasury Office 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[]	[x]
20. Does the record series provide data as input to an EDP file?	[x]	[]
21. Does the record series contain documentation produced as EDP printout? Attached	[x]	[]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	. []	[x]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[x]
a.[]STATE b.[]STATUTE OF c.[x]AUDIT d.[]FEDERAL e.[x]ADMINISTRATIVE f.[]HISTOL LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)		
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]FISCAL YEAR -[]OTHER	the e	
[] Hold in the current files areamonth(s)/year(s): [] Transfer to [] State Records Center [] Local Holding Area; holdyear(s):	
<pre>[] Destroy. [] Transfer to State Archives for permanent retention. [] Destroy immediately after cut-off. [x] Other: (Specify) See attached sheet</pre>	. •	
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		٠
(Indicate briefly rationale for recommendations above/or write additional remark	ks):	
Records Monagement Officer (Signature) Date OTHER REQUIRED SIGNATURES	DA	TE
26. Recommendations Agency Head/Designee \ in paragraph 25 [P] Approved [] Disapproved Olaphana Olaphana	4-9	-73
are: State Auditor/Designee [Approved [] Disapproved William M Quite	5-2-	73
STATE RECORDS Secretary of State/Designee COMMITTEE S [] Approved [] Disapproved Carroll Last	4-30	-73
Attorney General/Designee [] Lapproved [] Disapproved [] [] [] [] [] [] [] [] [] [] [] [] []	1.	2.73

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Treasury Office Copy

Hold in current files area 1 year or until state audit is completed, whichever is later; transfer to records center; hold 1 year; then destroy.

(H) Concur

() Nonconcur

freasurer's Signature

Garage topy

Hold incurrent files area 1 year or until state audit is completed, whichever is later; then destroy.

(M) Concur

() Nonconcur

Supervisor's Signature